

DOI Acquisition, Assistance Management, and Business Utilization and Development Conference

Tuesday, April 1, 2003

PLEASE NOTE: All plenary sessions will be held in the **Grand Ballroom Salon 2 - West**

Some workshops, speakers, and times may be subject to change.

7:45 - 8:15 a.m. **REGISTRATION** - Conferees may also register on the evening of March 31, 2003 between 5:30 and 8:30 p.m.

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|-------------------------|--|--|---|--|--|--|
| 8:15 - 8:30 a.m. | Welcoming Remarks - Debra E. Sonderman, Director, Office of Acquisition and Property Management and Senior Procurement Executive, U.S. Department of the Interior | | | | | |
| 8:30 - 8:45 a.m. | Welcoming Remarks - Robert Faithful, IV, Director, Office of Small and Disadvantaged Business Utilization | | | | | |
| 8:45 - 9:25 a.m. | Keynote Address: Nina Rose Hatfield, Deputy Assistant Secretary - Budget and Finance, U.S. Department of the Interior | | | | | |
| 9:25 - 10:05 a.m. | DOI Strategic Plan and Performance Measurement: Scott J. Cameron, Deputy Assistant Secretary - Performance and Management, U.S. Department of the Interior | | | | | |
| 10:05 - 10:30 a.m. | BREAK | | | | | |
| 10:30 - 11:20 a.m. | Alternative Disputes Resolution - Panel Discussion: Elena Gonzalez, Director, Office of Collaborative Action and Dispute Resolution, U.S. Department of the Interior | | | | | |
| 11:20 a.m. - 12:10 p.m. | The Integrated Acquisition Environment (IAE) Earl Warrington, Deputy Program Manager, Integrated Acquisition Environment, General Services Administration | | | | | |
| 12:10 a.m. - 1:30 p.m. | LUNCH - On Your Own | | | | | |
| | Multnomah | Clackamas | Clark (I) | Washington | Timberline | Grand Ballroom Salon 2 -West |
| 1:30 p.m. - 2:20 p.m. | OMB-OFPP Initiatives Lesley Field, OFPP | E-Grants Overview Rebecca Harding-Spitzgo, E-Grants Program Office | IPDS Reporting/ Brio Ginger Peltz, NBC-PSD | Competitive Sourcing Jennings Wong, DOI CCSE | Strategies for Addressing Veteran-owned and Service-Disabled Veteran-owned Business Concerns within DOI | DOI's ADR Program Workshop Elena Gonzalez, OCADR |
| 2:30 p.m. - 3:20 p.m. | JWOD Program Dan Bailey Milwaukee Industries for the Blind | Ask the Experts: IAE Q & A Session with Earl Warrington GSA | FedBizOpps (for Acquisition and Grants) Rebecca Harding-Spitzgo Pam Switzer, NBC | Competitive Sourcing- Lessons Learned Rayleen Cruz Donna Kalvels Dennis Buck | BUDS's Roles in the Contract Bundling Challenge: IT and Beyond | Intellectual Property Workshop Vanessa Cooper, SOL |
| 3:20 - 3:40 p.m. | BREAK | | | | | |
| 3:40 - 4:30 p.m. | 508 Workshop Lesley Field, OFPP | Grants Professionalism Lynn McPheeters DOI University | ABC/M Chris Richey NBC | Manager's Toolkit: Choosing the Right Mix S. Cameron P. Morrison | Wildfire and Small Businesses: A Total Agency Approach | DOI's ADR Program Workshop Elena Gonzalez, OCADR |
| 5:00 - 6:30 p.m. | CONFERENCE SOCIAL HOUR - Grand Ballroom - Salon 1- East | | | | | |

**DOI Acquisition, Assistance Management, and Business Utilization and Development
Conference**

Wednesday, April 2, 2003

PLEASE NOTE: Some events, speakers, and times may be subject to change.

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|--------------------|---|---|---|---|---|--|
| 7:45 - 8:30 a.m. | Registration | | | | | |
| 8:15 - 8:25 a.m. | Administrative Update - Grand Ballroom Salon 2 - West | | | | | |
| | Multnomah | Clackamas (I) | Clark (I) | Washington | Timberline | Grand Ballroom Salon 2 - West |
| 8:30- 9:20 a.m. | PBSC - Pt. I Vernon Edwards | Limited English Proficiency (LEP) Alexandra Hadley Melvin Fowler | Inter-Agency Contracts Directory (ICD) Web Site Peter Brownell | Office of the Solicitor - Current Issues Jim Weiner, SOL Sherry Kaswell, SOL | HUBZones | SmartCard Technologies Robert Donelson, BLM |
| 9:30 - 10:20 a.m. | PBSC - Pt. II Vernon Edwards | NFP Stewardship Contracting John Stewart, OS-OWFC | IDEAS-PD 4.3.4 Denise Becker Linda Queern NBC | Public Law 106-107 Tammy Pataluna, PAM | Tribal Colleges, HBCU's, HACU and Small Business Opportunities | Acquisition Workforce Development Issues Gayle Fischetti, PAM |
| 10:20 - 10:45 a.m. | BREAK | | | | | |
| 10:45 - 11:35 a.m. | PBSC - Pt. III Vernon Edwards | Hazardous Fuels Treatment and Rehab Contracting R. Heaton, BLM T. Gallegos, NPS Marianne Klingler, USDA-FS | IDEAS-PD System Interfaces Pam Switzer, NBC-PSD | E-Grants: What Does it Mean to Me? William Conlin Rebecca Ferguson, FWS | GovWorks and NBC: The Other \$2 Billion Opportunity for Small Business | Working with Service Contract Employees: Do's and Don'ts Nancy Ann Tinnell, NBC |
| 11:45a.m. -12:10 | Department of the Interior Awards Presentation - Grand Ballroom Salon 1 - East | | | | | |
| 12:15 - 1:25 p.m. | CONFERENCE LUNCHEON - Guest Speaker: Ron Culberson, <i>FUNsulting: FUNDamentals of Humor: Doing the Right Thing with the Light Thing - Change</i> | | | | | |
| 1:30- 2:20 p.m. | PBSC - Pt. I [Repeat of a.m. session] Vernon Edwards | Hazardous Fuels Treatment and Rehab Contracting R. Heaton, BLM T. Gallegos, NPS Marianne Klingler, USDA-FS [Repeat of a.m. workshop] | Inter-Agency Contracts Directory (ICD) Web Site Peter Brownell [Repeat of a.m. workshop] | Ethics - Pt. I Art Bennett DOI-Ethics | Small Business Administration Initiatives for Small Business | FUNsulting Workshop: FUNDamentals of Leadership Ron Culberson |
| 2:30 - 3:20 p.m. | PBSC - Pt. II [Repeat of a.m. session] Vernon Edwards | OIG: Acquisition and Grants Issues Terri Hardy, OIG Delia Emmerich, PAM | FedBizOpps and IDEAS Pam Switzer, NBC-PSD | Ethics - Pt. II Art Bennett DOI-Ethics | Best Practices for Small, Women-owned, HUBZone, Service-Disabled Veteran, and Small Disadvantaged Businesses | Office of the Solicitor - Current Issues Jim Weiner, SOL Sherry Kaswell, SOL [Repeat of a.m. workshop] |
| 3:20 - 3:40 p.m. | BREAK | | | | | |
| 3:40 - 4:30 p.m. | PBSC - Pt. III [Repeat of a.m. session] Vernon Edwards | National Fire Plan-Community Assistance Ken Kaseforth, FWS Robert Heaton, BLM Bill Von Segen, USDA-FS | Business Partner Network/ CCR J. Butterfield P. Switzer Hope Mentore-Smith NBC-PSD | Customer Service Nancy Ann Tinnell Pat Woznick, NBC | Small Business Paperwork Relief Act and Other e-Gov Connections | SmartCard Technologies Robert Donelson, BLM [Repeat of a.m. workshop] |
| 4:45 - 7:30 p.m. | OPTIONAL: Complimentary Evening Bus Tour to Multnomah Falls (Buses leave hotel at 5:00 p.m.) | | | | | |

DOI Acquisition, Assistance Management, and Business Utilization and Development Conference

Thursday, April 3, 2003

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|-----------------------|---|---|--|--|--|---|
| 7:45 - 8:00 a.m. | Registration | | | | | |
| 8:00 - 8:25 a.m. | Marilyn Carlson Nelson, National Business Women's Council - Grand Ballroom Salon 2 - West | | | | | |
| | Multnomah | Clackamas | Clark (I) | Washington | Timberline | Grand Ballroom Salon 2 - West |
| 8:30 - 9:20 a.m. | Federal Appropriations Law - Pt. I NPI | Green Procurement Jim Weiner, SOL Pia Scott, PAM | Advance Procurement Planning Denise Becker NBC-PSD Frank Gisondi, OSDBU | DOI Integrated Business Management System Debra Sonderman Teresa Barry PAM | Strategies for Women-Owned Businesses | Working with Service Contractors: Do's and Don'ts Nancy Ann Tinnell, NBC [Repeat of 4/2 workshop] |
| 9:30 - 10:20 a.m. | Federal Appropriations Law - Pt. II NPI | Fireplan Contracting-Goals and Strategies PAM, BLM, FWS, NPS, BIA Panel | Business Partner Network/CCR J. Butterfield P. Switzer Hope Mentore-Smith NBC-PSD | Construction Claims Jerry O'Nan SOL | Alaskan and American Indian Businesses | Public Law 93-638 Frank Larson BIA |
| 10:20 - 10:45 a.m. | BREAK | | | | | |
| 10:45 - 11:35 a.m. | Federal Appropriations Law - Pt. III NPI | OIG: Acquisition and Grants Issues Terry Hardy,OIG Delia Emmerich, PAM [Repeat of 4/2 workshop] | Website Information-Fireplan Contracting John Sherman, BLM | P.L. 106-107 Community Assistance-Lessons Learned Al Murphy | Congress and Small Business Legislation Update | Capital Planning and Investment Control Pam Haze Kurt Guerner Robert Jarcho and OCIO Rep. |
| 11:35 a.m - 1:00 p.m. | LUNCH - On Your Own | | | | | |
| 1:00 - 1:50 p.m. | Federal Appropriations Law - Pt. I NPI [Repeat of Morning Session] | Procurement and Non-Procurement Debarment and Suspension Issues Delia Emmerich, and Terri Hardy | Online Reps and Certs Application (ORCA) Chris Bock, IBM | Public Law 93-638 Frank Larson BIA | Partnership I- Moving from DC to the Field | Super ESPC Contracts - Facility Upgrades without Appropriations Scott Wolf, DOE |
| 2:00 - 2:50 p.m.. | Federal Appropriations Law - Pt. II NPI [Repeat of Morning Session] | Consolidated Buying for DOI-wide Requirements John Sherman, BLM Scott Morton, USGS Shannon Wondra, NPS | The New FAADS Thomasine Cox, PAM Pat Muncy, NBC | Ethics - Pt. I Art Bennett [Repeat of 4/2 workshop] | Partnership II- Moving from DC to the Field | DOI Integrated Business Management System Debra Sonderman Teresa Barry PAM [repeat of a.m. workshop] |
| 2:50 - 3:10 p.m. | BREAK | | | | | |
| 3:10 - 4:00 p.m. | Federal Appropriations Law - Pt. III NPI [Repeat of Morning Session] | Construction Claims Jerry O'Nan, SOL [Repeat of a.m. workshop] | Capital Planning and Investment Control Pam Haze Kurt Guerner Robert Jarcho and OCIO Rep. | Ethics - Pt. II Art Bennett [Repeat of 4/2 workshop] | Key Issues for Business Utilization and Development Specialists | Super ESPC Contracting for Biomass Utilization Christopher Abbuehl, DOE |
| 4:00 - 4:40 p.m. | JEOPARDY and CONFERENCE WRAP-UP | | | | | |

U.S. Department of the Interior
Acquisition, Assistance Management, and Business Utilization and Development
Conference
April 1 –3, 2003
Portland, Oregon

Target Audience (TA) Rating Key:
(Suggestion Only)

G - General Interest
A – Acquisition
AM – Assistance Management
BUD – Business Utilization and Dev. Specialists

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|---|---|
| Tuesday, April 1, 2003 1:30 p.m. – 2:20 p.m. | |
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Office of Management and Budget-Office of Federal Procurement Policy Initiatives - Lesley Field, OFPP, will provide attendees information regarding competitive sourcing, purchase and travel card management, performance-based service acquisition, the new Federal Acquisition Council, and other OMB-OFPP initiatives. TA: A |
| Clackamas | E-Grants Overview – The E-Grants website, scheduled to deploy in October 2003, has been designed to be a simple, one-stop on-line place for potential applicants to easily look across 500 grant programs to see what grant programs may meet their needs. Learn more about this and other E-Grants projects from Rebecca Harding-Spitzgo, E-Grants Program Office. TA: AM |
| Clark | Interior Procurement Data System Reporting/Brio: The Future of Procurement Data – In this workshop, Ginger Peltz, DOI-National Business Center, will demonstrate new IPDS reporting capabilities that have been developed in Brio and answer user questions. TA: A |
| Washington | Competitive Sourcing – One of five President's Management Agenda initiatives, directs agencies to determine whether more federal work can be turned over to the private sector. Learn more about the Federal Activity Inventory Reform Act (FAIR) inventory process upon which competitive sourcing studies are based; various competitive sourcing methods and accomplishments; and the revised OMB Circular A-76. Jennings Wong, DOI Center for Competitive Sourcing Excellence, will conduct the workshop. TA: G |
| Timberline | Strategies to Address Veteran-owned and Service-Disabled Veteran-owned Business Concerns Within the Department of the Interior – This workshop will focus on the methods and tools needed to address and improve this critical area of procurement, and provides updates on related Congressional and Executive initiatives. TA: BUD and A |
| Grand Ballroom Salon 2 - West | The Department of the Interior's Alternative Disputes Resolution (ADR) Program - Conducted by Elena Gonzalez, Director, DOI Office of Collaborative Action and Dispute Resolution, this inter-active workshop is a follow-up to Ms. Gonzalez's Tuesday morning plenary session introducing the Office of Collaborative Action and Disputes Resolution and discussing the state of the art in the ADR field. The session will provide acquisition, assistance, BUDS and program attendees with the opportunity to hear more about ADR, its place in the DOI Strategic Plan, and to obtain feedback on questions, concerns or issues with ADR. Please Note: This workshop will be repeated on Tuesday afternoon from 3:40 – 4:30 p.m. TA: G |

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BUD – Business Utilization and Dev. Spec. Focus

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|---|--|
| Tuesday, April 1, 2003 2:30 p.m. – 3:20 p.m. | |
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | JWOD Program – The Javits-Wagner-O’Day (JWOD) Program provides employment opportunities for over 36,000 Americans who are blind or have other severe disabilities by promoting Government purchase of products and services provided by non-profit agencies employing the blind and severely disabled. Learn more about this important program and how it can help you to address mission needs from the ever engaging and informative Daniel Bailey, Milwaukee Industries for the Blind. TA: G |
| Clackamas | Ask the Experts: Integrated Acquisition Environment Q&A Session with Earl Warrington – Moderated by John Peterson, DOI Office of Acquisition and Property Management, this inter-active workshop is a follow-up to Mr. Warrington’s Tuesday morning plenary session overview of the E-Gov Integrated Acquisition Environment Project. Attendees are encouraged to ask Mr. Warrington follow-up questions about the IAE and the many significant changes that the IAE will foster Governmentwide. TA: A |
| Clark | FedBizOpps for Acquisition and Grants – Rebecca Harding Spitzgo, E-Grants Program Office will join Pam Switzer, DOI National Business Center in discussing FedBizOpps, the soon-to-be one-stop portal for posting assistance opportunities; and, for acquisitions, the successor to the <i>Commerce Business Daily</i> and mandatory source for posting eligible procurement transactions over \$25,000. TA: A and AM |
| Washington | Competitive Sourcing – Lessons Learned – Competitive sourcing studies have been planned, are on-going, and, in a number of cases, have taken place at the Department of the Interior. Listen to, and question intra-agency panelists Dennis Buck, Minerals Management Service, Rayleen Cruz, Bureau of Reclamation, and Donna Kalvels, National Park Service, as they share best practices and lessons learned from their competitive sourcing work within their respective bureaus. TA: G |
| Timberline | BUDS’s Roles in the Contract Bundling Challenge: IT and Beyond – This workshop will focus on how to develop a strategy for increasing federal contracting opportunities for small businesses and eliminating mass purchases resulting from the bundling of contracts. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Intellectual Property (IP) – In formulating contracts <i>and</i> grants, are you taking the all the necessary steps to ensure that the Government retains its data rights? Vanessa Cooper, DOI Office of the Solicitor, will discuss copyrights, licensing, assignments, trademarks, the FAR's IP coverage, and the role of the Office of the Solicitor in assisting acquisition and assistance personnel with intellectual property issues. TA: A and AM |

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| Tuesday, April 1, 2003 3:40 p.m. – 4:30 p.m. | |
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Section 508 – In 1998, Congress amended the Rehabilitation Act and strengthened the provisions covering access to information in the Federal sector. Lesley Field, OFPP, will provide attendees with information regarding basic Section 508 implementation, upcoming reporting requirements, resources, free on-line training, responsibilities of agency officials, changes to micropurchase requirements, and DOI-specific requirements and resources. TA: G |
| Clackamas | Grants Professionalism - Based on preliminary figures, in FY 2002, the Department of the Interior awarded over \$3.8 billion in financial assistance (grants and cooperative agreements). In this workshop, Lynn McPheeters, DOI University, will identify various paths and a competency-based model for training and career development of the Department's financial assistance community. TA: AM |
| Clark | Activity Based Costing/Management (ABC/M) – Among other benefits, ABC/M processes allow for determination of the cost of doing work and for relating those costs to product and service delivery. ABC/M is a major DOI Strategic Plan initiative with Departmentwide implementation in progress. Chris Richey, National Business Center, will conduct this timely and informative workshop. TA: G |
| Washington | Competitive Sourcing: Manager's Toolkit - Scott Cameron, Deputy Assistant Secretary – Performance and Management and Patty Morrison, Deputy Assistant Secretary-Lands and Minerals will meet with local bureau program managers to discuss and obtain feedback on the outline of a draft toolkit of options that managers might use in deciding on the best mix of employees and partners in accomplishing a manager's mission. The objectives of the workshop are to determine if such a toolkit would be useful to front-line and regional office managers, and if so, what it ought to contain, so that any product subsequently developed and disseminated to the field stands the best chance of meeting the needs of managers. Please Note: This session is also open to observers. |
| Timberline | Wildfire and Small Business: A Total Agency Approach – This workshop will focus on developing strategies for increasing the participation of small businesses in the Wildfire Program and providing assistance to local communities in enhancing their fire protection capability. TA: BUD and A |
| Grand Ballroom Salon 2 - West | The Department of the Interior's Alternative Disputes Resolution (ADR) Program - Conducted by Elena Gonzalez, Director, DOI Office of Collaborative Action and Dispute Resolution, this inter-active workshop is a follow-up to Ms. Gonzalez's Tuesday morning plenary session introducing the Office of Collaborative Action and Disputes Resolution and discussing the state of the art in the ADR field. The session will provide acquisition, assistance, BUDS and program attendees with the opportunity to hear more about ADR, its place in the DOI Strategic Plan, and to obtain feedback on questions, concerns or issues with ADR. Repeat of earlier workshop session. TA: G |

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| Wednesday, April 2, 2003 8:30 a.m. – 9:20 a.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Performance-Based Service Contracting (PBSC) – Part I – The Office of Management and Budget has established Governmentwide performance goals for the award of performance-based service contracts over \$25,000. In FY 2003, 30% of all eligible service contracts are to be awarded as PBSC's. In FY 2004, the goal will be increased to 40%, and raised again in FY 2005 to 50%. With the Governmentwide PBSC goals in mind, we are pleased to welcome back noted consultant, trainer and author Vernon Edwards, who will be conducting an expanded tutorial (in three one-hour sessions) on performance-based service contracting methods. Please Note: This three-part session will be repeated on Wednesday afternoon from 1:30 - 4:30 p.m. TA: G |
| Clackamas | Limited English Proficiency (LEP) - Executive Order 13166, dated August 11, 2000, requires each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency must also work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries. Melvin Fowler, DOI – Office of Equal Employment Opportunity and Alexandra Hadley, U.S. Geological Survey will discuss LEP programs within DOI. TA: AM |
| Clark | Inter-Agency Contracts Directory (ICD) Website – An IAE initiative coming your way <i>very</i> soon, this E-Gov website will dramatically improve the quality of market research for contracting personnel by providing them with a one-stop site with comprehensive information on inter-agency contracts and Blanket Purchase Agreements available for use by multiple agencies. A FAR Case has already been drafted regarding use of the ICD website as a market research tool. Peter Brownell, National Business Center, will demonstrate the website. Please Note: This workshop will be repeated on Wednesday afternoon from 1:30 - 2:20 p.m. TA: A |
| Washington | Office of the Solicitor – Current Issues – Sherry Kaswell and Jim Weiner, Office of the Solicitor, discuss the most recent group of "hot issues" that have come before the SOL (e.g., new GAO protest rules, appropriate use of contracts and assistance agreements, franchise activities and authorities, conferences and meetings) and compare notes with workshop participants. Please Note: This workshop will be repeated on Wednesday afternoon from 2:30 –3:20 p.m. TA: A and AM |
| Timberline | HUBZones - The goal of this workshop is to create an awareness of the benefits of working with HUBZone businesses. Related current and emerging issues will also be covered. TA: BUD and A |

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| Wednesday, April 2, 2003 8:30 a.m. – 9:20 a.m. (Continued) | |
| Workshop Synopses | |
| Location | Workshops |
| Grand Ballroom Salon 2 - West | SmartCard Technologies - Bob Donelson, Bureau of Land Management will introduce participants to the world of SmartCard technology and its future application to contracts and grants. Please Note: This workshop will be repeated on Wednesday afternoon from 3:40 –4:30 p.m. TA: G |

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| Wednesday, April 2, 2003 | |
| 9:30 a.m. – 10:20 a.m. | |
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Performance-Based Service Contracting (PBSC) – Part II – Session II of a three-part workshop. Please Note: This three-part session will be repeated on Wednesday afternoon from 1:30 - 4:30 p.m. TA: G |
| Clackamas | National Fire Plan Stewardship Contracting – The Department of the Interior was given stewardship contracting authority in the recent Omnibus Appropriations Act. John Stewart, DOI Office of Wildland Fire will discuss the stewardship approach to resource management and how the acquisition community may be involved. TA: A |
| Clark | Interior Department Electronic Acquisition System (IDEAS) – Procurement Desktop (PD) 4.3.4 Denise Becker and Linda Queern, National Business Center, will demonstrate the new features of IDEAS-PD 4.3.4 and answer any related questions as well as general questions on IDEAS-PD and IDEAS-Electronic Commerce. TA: A |
| Washington | Public Law 106-107 – The Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, was enacted to improve the effectiveness and performance of Federal financial assistance programs, simplify Federal financial assistance application and reporting requirements, improve the delivery of services to the public, and facilitate greater coordination among those responsible for service delivery. Tammy Pataluna, DOI Office of Acquisition and Property Management, will provide participants with an overview of P.L. 106-107 and discuss its Government- and Department-wide implementation. TA: G |
| Timberline | Tribal Colleges, HBCU's, HACU and the Small Business Opportunity – This workshop will discuss possibilities for expanding contracting opportunities to targeted groups and developing non-traditional relationships. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Acquisition Workforce Development Issues - In this workshop, Gayle Fischetti, DOI Office of Acquisition and Property Management will discuss recent Government- and Department-wide acquisition workforce development issues and activities. TA: A |

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| Wednesday, April 2, 2003 10:45 a.m. – 11:35 a.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Performance-Based Service Contracting (PBSC) – Part III – Session III of a three-part workshop. Please Note: This three-part session will be repeated on Wednesday afternoon from 1:30 - 4:30 p.m. TA: G |
| Clackamas | Hazardous Fuels Treatment and Rehabilitation Contracting – Robert Heaton, Bureau of Land Management – Portland, Tammy Gallegos, National Park Service, and Marianne Klingler, USDA-Forest Service, will discuss issues and initiatives in FY 2003 contracting for these two critical programs. Please Note: This workshop will be repeated on Wednesday afternoon from 1:30 –2:20 p.m. TA: A |
| Clark | Interior Department Electronic Acquisition System (IDEAS) – Procurement Desktop (PD) System Interfaces - During this session, Pam Switzer, National Business Center, will provide helpful information related to the IDEA-PD/FFS/Fixed Asset interfaces. Pam will also be available to answer any questions about the interfaces. TA: A |
| Washington | E-Grants: What Does it Mean to Me? The E-Grants vision is to produce a simple, unified “storefront” for all Federal grant customers and stakeholders to identify opportunities, apply for, and manage grants; and facilitate the quality, coordination, effectiveness, and efficiency of operations for grant makers and recipients. William Conlin and Rebecca Ferguson, U.S. Fish and Wildlife Service, will discuss the Service's existing assistance system and plans for meeting E-Grants standards and interfacing with Governmentwide E-Grant systems. TA: AM |
| Timberline | GovWorks and NBC: The Other \$2 Billion Opportunity for Small Businesses – This workshop will focus on the dynamics of a franchise organization; how to do business with it; and using franchise organizations to improve negotiated program goals. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Working with Service Contract Employees: Do’s and Don’ts With greater numbers of contractors working side-by-side with Government employees in the performance of day-to-day and special project work, it is more important than ever for acquisition personnel, their COTR’s and program offices to know the correct lines of authority, rules and responsibilities regarding work tasks and work environment, the essential role of the contractor’s Project Manager, and the need for properly balanced partnership between Government and contractor. Nancy Ann Tinnell, National Business Center-Ft. Huachuca will conduct this highly informative workshop. Please Note: This workshop will be repeated on Thursday morning from 8:30 –9:20 a.m. TA: G |

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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Performance-Based Service Contracting (PBSC) – Part I – The Office of Management and Budget has established Governmentwide performance goals for the award of performance-based service contracts over \$25,000. In FY 2003, 30% of all eligible service contracts are to be awarded as PBSC's. In FY 2004, the goal will be increased to 40%, and raised again in FY 2005 to 50%. With the Governmentwide PBSC goals in mind, we are pleased to welcome back noted consultant, trainer and author Vernon Edwards, who will be conducting an expanded tutorial (in three one-hour sessions) on performance-based service contracting methods. Please Note: This is a repeat of Wednesday morning's three-part session. TA: G |
| Clackamas | Hazardous Fuels Treatment and Rehabilitation Contracting – Robert Heaton, Bureau of Land Management – Portland, Tammy Gallegos, National Park Service, and Marianne Klinger, USDA-Forest Service, will discuss issues and initiatives in FY 2003 contracting for these two critical programs. Please Note: This is a repeat of Wednesday morning's workshop. TA: A |
| Clark | Inter-Agency Contracts Directory (ICD) Website – An IAE initiative coming your way <i>very</i> soon, this E-Gov website will dramatically improve the quality of market research for contracting personnel by providing them with a one-stop site with comprehensive information on inter-agency contracts and Blanket Purchase Agreements available for use by multiple agencies. A FAR Case has already been drafted regarding use of the ICD website as a market research tool. Peter Brownell, National Business Center, will demonstrate the website. Please Note: This is a repeat of Wednesday morning's session. TA: A |
| Washington | Ethics – Pt. I – Art Bennett, DOI Office of Ethics will conduct this two-part training program covering the ethics rules and regulations that affect your everyday decisions. Attend the two 50-minute sessions to obtain practical answers/solutions to your ethics-related questions and concerns. Completion of the two-part workshop will satisfy applicable employees' annual ethics training requirements. To be repeated on Thursday afternoon from 2:00 - 4:00 p.m. . TA:G |
| Timberline | Small Business Administration Initiatives for Small Businesses – This workshop will include a panel discussion on small business initiatives, how to integrate the initiatives in your Business and Economic Development Program, and how to improve small business performance within your bureau/office. TA: BUD and A |
| Grand Ballroom Salon 2 - West | FUNsulting Workshop: The FUNdamentals of Leadership - Be a role model that others want to follow; help your staff grow and develop; create a fun and productive work environment. TA:G |

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AM – Assistance Management Focus
BUD – Business Utilization and Dev. Spec. Focus

| Wednesday, April 2, 2003 2:30 p.m. – 3:20 p.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Performance-Based Service Contracting (PBSC) – Part II – Session II of a three-part workshop. Please Note: This is a repeat of Wednesday morning's three-part session. TA: G |
| Clackamas | Office of Inspector General Acquisition and Grants Issues - Theresa Hardy, Director of Investigations, Office of Inspector General, will discuss actual cases and issues handled by the OIG related to DOI acquisition and grants, and de-mystify the investigative process. Delia Emmerich, DOI Office of Acquisition and Property Management will join Ms. Hardy in the discussion. Bring your questions!!! Please Note: This workshop will be repeated on Thursday afternoon from 1:00 – 1:50 p.m. TA: A and M |
| Clark | FedBizOpps and IDEAS-EC – Pam Switzer, National Business Center, will provide helpful guidance and answer any questions related to the IDEAS-EC/FedBizOpps interface. Also to be discussed will be planned changes for FedBizOpps. TA: A |
| Washington | Ethics – Pt. II – Session II of a two-part workshop. Completion of the two-part workshop will satisfy applicable employees' annual ethics training requirements. Please Note: The two-part Ethics Workshop will be repeated on Thursday afternoon from 2:00 – 4:00 p.m. TA: G |
| Timberline | Best Practices for Small, Women-owned, HUBZone, Service-Disabled Veteran, and Small Disadvantaged Businesses – This workshop will highlight BUDS's best practices for increasing contracting opportunities in these areas. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Office of the Solicitor – Current Issues – Sherry Kaswell and Jim Weiner, Office of the Solicitor, discuss the most recent group of "hot issues" that have come before the SOL (e.g., new GAO protest rules, appropriate use of contracts and assistance agreements, franchise activities and authorities, conferences and meetings) and compare notes with workshop participants. Please Note: This is a repeat of Tuesday morning's workshop. TA: A and AM |

U.S. Department of the Interior
Acquisition, Assistance Management, and Business Utilization and Development
Conference
April 1 –3, 2003
Portland, Oregon

Target Audience (TA) Rating Key:
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A – Acquisition Focus
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| Wednesday, April 2, 2003 3:40 p.m. – 4:30 p.m. | |
|---|--|
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Performance-Based Service Contracting (PBSC) – Part III – Session III of a three-part workshop. Please Note: This is a repeat of Wednesday morning's three-part session. TA: G |
| Clackamas | National Fire Plan – Community Assistance – Streamlining the community assistance process is an important initiative in support of the national Fire Plan. Leaders in this effort, Ken Kaseforth, U.S. Fish and Wildlife Service, Robert Heaton, Bureau of Land Management, and Bill Von Segen, USDA-Forest Service, will discuss successes and remaining concerns. TA: A and AM |
| Clark | Business Partner Network/Central Contractor Registration (BPN/CCR) The Office of Management and Budget – Office of Federal Procurement Policy has mandated that for FY 2003 agencies must have prospective contractors register with the CCR, which is to be used as the prime source of data on vendors. Beginning in FY 2004, contracting offices shall stop collecting the Standard Form 129, Mailing List Application from vendors. During this session, Joan Butterfield, Pam Switzer, and Hope Mentore-Smith, National Business Center, will discuss the proposed plans for how DOI will use vendor data from the BPN/CCR, and answer question regarding BPN/CCR data use. Please Note: This workshop will be repeated on Thursday morning from 9:30 –10:20 a.m. TA: A |
| Washington | Customer Service - Ah, the art of measuring successful customer service! When was the last time you established and/or built on a partnership? Know who your customers are and know when <i>you</i> are the customer. Nancy Ann Tinnell and Patricia Woznick, National Business Center – Fort Huachuca will share their best practices for monitoring and maintaining high customer satisfaction. TA: G |
| Timberline | Small Business Paperwork Relief Act and Other E-Gov Connections – This workshop will feature a panel discussion on ways to streamline the collection of information affecting small businesses and the challenges that small businesses face when engaging in E-Commerce. TA: BUD and A |
| Grand Ballroom Salon 2 - West | SmartCard Technologies - Bob Donelson, Bureau of Land Management will introduce participants to the world of SmartCard technology and its future application to contracts and grants. Please Note: This is a repeat of Wednesday morning's workshop. TA: G |

Refresh and Revive: After a long day of learning, please join your colleagues in a complimentary bus tour to Multnomah Falls. Boxed meals are available from the hotel at cost. Please order by Wednesday morning and pick up your boxed meal on your way to the buses. Buses depart from the hotel at 5:00 p.m. Return expected around 7:30 – 8:00 p.m.

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| Thursday, April 3, 2003 8:30 a.m. – 9:20 a.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Federal Appropriations Law – Part I - During this workshop, which is comprised of three 50-minute sessions, Chuck Huskey, Northwest Procurement Institute, Inc., will provide participants with an overview of the Federal budget and appropriations processes, and highlight appropriations and authority issues related to acquisition and grants as contained in the General Accounting Office's five volume <i>Federal Appropriations Law</i> . Be sure to bring your questions!!! IMPORTANT NOTE: This three-session workshop will be repeated on Thursday afternoon from 1:00 – 4:00 p.m. The <u>maximum</u> number of attendees for each workshop is 60 persons. Three-hours of credit will be awarded for completion of the three-session workshop. Training certificates will be awarded by NPI, Inc. TA: G |
| Clackamas | Green Procurement – This session will provide an overview of legislative mandates and Departmental policy regarding the purchase of energy efficient and environmentally preferable products and services. Learn more about the how's and why's of "green" procurement. Jim Weiner, SOL and Pia Scott, PAM will lead this workshop. TA: A |
| Clark | Advance Procurement Planning (APP) – Denise Becker, National Business Center and Frank Gisoni, Office of Small and Disadvantaged Business Utilization, will discuss the latest changes to the APP and present a software demonstration. Denise and Frank will also be available to answer any questions related to the APP system. TA: A |
| Washington | DOI Integrated Business Management System -The goals of the Department of the Interior's Integrated Business Management System include: (1) delivery of a single Departmentwide enterprise system to support standard administrative processes and replace stovepipe software systems that are at or beyond their useful life spans; (2) producing better business management information in less time; and (3) improving the tools used by staff and managers to respond to information needs and planning requirements. Debra Sonderman, Director, Office of Acquisition and Property Management, and Teresa Barry, PAM, will conduct this workshop. Please Note: This workshop will be repeated on Thursday afternoon from 2:00 – 2:50 p.m. TA: G |
| Timberline | Strategies for Women-owned Businesses – Over the past three years, DOI has expanded its Women-owned business accomplishments by 2 percentage points. During this workshop panelists will address internal and external challenges to further successes in this area. TA: BUD and A |

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| Thursday, April 3, 2003 8:30 a.m. – 9:20 a.m. (Continued) | |
| Workshop Synopses | |
| Location | Workshops |
| Grand Ballroom Salon 2 - West | <p>Working with Service Contract Employees: Do's and Don'ts</p> <p>With greater numbers of contractors working side-by-side with Government employees in the performance of day-to-day and special project work, it is more important than ever for acquisition personnel, their COTR's and program offices to know the correct lines of authority, rules and responsibilities regarding work tasks and work environment, the essential role of the contractor's Project Manager, and the need for properly balanced partnership between Government and contractor. Nancy Ann Tinnell, National Business Center-Ft. Huachuca, will conduct this highly informative workshop. Please Note: This session is a repeat of Wednesday's workshop.</p> <p style="text-align: right;">TA: G</p> |

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| Thursday, April 3, 2003 9:30 a.m. – 10:20 a.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Federal Appropriations Law – Part II – Session II of a three-part workshop. Please Note: This three-part workshop will be repeated on Thursday afternoon from 1:00 pm. – 4:00 p.m. TA: G |
| Clackamas | Fireplan Contracting-Goals and Strategies – Wiley Horsley, Office of Acquisition and Property Management will join Robert Ashworth, FWS, Rachel Braden, BLM, David Brown, BIA, and Donna Kalvels, NPS, in discussing Congressional, Departmental, and bureau directives and goals focused on reducing hazardous fuels in the nation’s forests and woodlands, and rehabilitation of burned areas. TA: A |
| Clark | Business Partner Network/Central Contractor Registration (BPN/CCR) The Office of Management and Budget – Office of Federal Procurement Policy has mandated that for FY 2003 agencies must have prospective contractors register with the CCR, which is to be used as the prime source of data on vendors. Beginning in FY 2004, contracting offices shall stop collecting the Standard Form 129, Mailing List Application from vendors. During this session, Joan Butterfield, Pam Switzer, and Hope Mentore-Smith, National Business Center, will discuss the proposed plans for how DOI will use vendor data from the BPN/CCR, and answer question regarding BPN/CCR data use. Please Note: This is a repeat of Wednesday afternoon’s workshop. TA: A |
| Washington | Construction Claims or "These Are Times that Try Men's Souls..." The Kingston Trio in the 60's sang about the trials of a man named Charlie on the MTA. This workshop will discuss the "trials" of construction contract claims and how to be ready for litigation. Just like Charlie, planning and preparation are critical in order to avoid having those claims try your soul. Please Note: This workshop will be repeated on Thursday afternoon from 3:10 – 4:00 p.m. TA: A |
| Timberline | Alaskan and American Indian Businesses – Find out which tools are available to help reservation/village communities; and how Tribal Colleges and women can play a more significant role in the growth of this economy. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Public Law 93-638 – Does Public Law 93-638 involve grants – or contracts – or both? Find out from an expert. Described by his many students as “knowing more about Public Law 93-638 than most anybody,” Frank Larson, Self-Determination Advisor, BIA Office of Tribal Services, will provide participants with a historical overview of, and introduction to P.L. 93-638 and its major amendments. Please Note: This workshop will be repeated on Thursday afternoon from 1:00 – 1:50 p.m. TA: A and AM |

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| Thursday, April 3, 2003 10:45 a.m. – 11:35 a.m. | |
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Federal Appropriations Law – Part III – Session III of a three-part workshop. Please Note: This three-part workshop will be repeated on Thursday afternoon from 1:00 pm. – 4:00 p.m. TA: G |
| Clackamas | Office of Inspector General Acquisition and Grants Issues - Theresa Hardy, Director of Investigations, Office of Inspector General, will discuss actual cases and issues handled by the OIG related to DOI acquisition and grants, and de-mystify the investigative process. Delia Emmerich, DOI Office of Acquisition and Property Management will join Ms. Hardy in the discussion. Bring your questions!!! Please Note: This workshop is a repeat of Wednesday afternoon’s workshop. TA: A and AM |
| Clark | Website Information – Fireplan Contracting – The contracting information website for the National Fire Plan has been completely redesigned. John Sherman, Bureau of Land Management, will demonstrate and discuss the new website and its contents. TA: A and AM |
| Washington | Public Law 106-107 Community Assistance- Lessons Learned – Based on his experiences with the Wildland Fire Program, Al Murphy, Bureau of Land Management - NIFC, will provide lessons learned applicable to Public Law 106-107 implementation plans. TA: AM |
| Timberline | Congress and Small Business Legislation Update – This workshop will feature a panel discussion on bills before Congress and recently enacted laws regarding doing business with the Federal government. Also to be covered: potential effects of agencies’ rules, regulations, and policies on small businesses. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Capital Planning and Investment Control - In its 2004 budget submission, DOI requested about \$2 billion for new and on-going construction projects and information technology (IT) infrastructure investment and maintenance. The Department’s portfolio of these capital investments continues to grow each year. Federal agencies are mandated by OMB policy and statute to follow a robust Capital Planning and Investment Control (CPIC) process, reflected in a sound business case for each capital investment, to support their annual budget requests to fund these investments. CPIC is a systematic approach to planning, selecting, managing, and evaluating our information technology and construction investments. The workshop will provide an overview of DOI’s CPIC process and schedule, and the project management tools and strategies used to plan, select, develop and evaluate individual investments, and manage the capital investment portfolio. Panelists are: Pam Haze, Deputy Director, DOI Office of Budget, Kurt Gerner, Office of Managing Risk and Public Safety, John Peterson, Office of Acquisition and Property Management, and a representative (invited) from the Office of the Chief Information Officer. Please Note: This workshop will be repeated on Thursday afternoon from 3:10 – 4:00 p.m. TA: G |

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| Thursday, April 3, 2003 1:00 p.m. – 1:50 p.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Federal Appropriations Law – Part I - During this workshop, which is comprised of three 50-minute sessions, Chuck Husky, Northwest Procurement Institute, Inc., will provide participants with an overview of the Federal budget and appropriations processes, and highlight appropriations and authority issues related to acquisition and grants as contained in the General Accounting Office's five volume <i>Federal Appropriations Law</i> . Be sure to bring your questions!!! IMPORTANT NOTE: This three-session workshop is a repeat of the Thursday morning workshop. The <u>maximum</u> number of attendees for each workshop is 60 persons. Three-hours of credit will be awarded for completion of the three-session workshop. Training certificates will be awarded by NPI, Inc. TA: G |
| Clackamas | Procurement and Non-Procurement Debarment and Suspension Issues - Did you know that in 2002, through the cooperative efforts of the OIG, PAM, and DOI bureaus and offices, the Department of the Interior debarred and/or suspended 17 contractors and grant recipients? Delia Emmerich, Office of Acquisition and Property Management (PAM), joined by OIG Director of Investigations, Theresa Hardy, will discuss the debarment and suspension processes, actual cases, and the importance of open communications between the acquisition and assistance communities, OIG investigators and PAM regarding debarment and suspension. TA: A and AM |
| Clark | Online Reps. and Certs. (ORCA) - The current "paper-based" Representations and Certifications process involves approximately 20 pages submitted by vendors for each individual contract award. ORCA will enable vendors to supply this data once, to a single repository, for all Federal Contracts. Learn more about this e-Gov initiative. TA: A |
| Washington | Public Law 93-638 – Does Public Law 93-638 involve grants – or contracts – or both? Find out from an expert. Described by his many students as “knowing more about Public Law 93-638 than most anybody,” Frank Larson, Self-Determination Advisor, BIA Office of Tribal Services, will provide participants with a historical overview of, and introduction to P.L. 93-638 and its major amendments. Please Note: This is a repeat of Thursday morning's workshop. TA: A and AM |
| Timberline | Partnership I – Moving from DC to the Field – A panel discussion in two 50-minute sessions on incorporating the Secretary's 4-C's when building relationships with our customers, partners, and local communities. TA: BUD and A |
| Grand Ballroom Salon 2 - West | Super ESPC Contracts-Facility Upgrades Without Appropriations – Scott Wolf, Department of Energy (DOE) will discuss DOE's energy saving procurement contracts (ESPC) for facility upgrades at the contractor's up-front expense, with contractor recovery of expenses and profit from a portion of actual energy savings over a period of years. TA: G |

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| Thursday, April 3, 2003 2:00 p.m. – 2:50 p.m. | |
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| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Federal Appropriations Law – Part II - Session II of a three-part workshop. TA: G |
| Clackamas | Consolidated Buying for Departmentwide Requirements – This workshop focuses on recent initiatives to standardize and consolidate IT buying requirements in order to realize savings by leveraging buying power through the competitive process. Panelists include Scott Morton, USGS, John Sherman, BLM, and Shannon Wondra, NPS. TA: A |
| Clark | The New Federal Assistance Awards Data System (FAADS) - Thomasine Cox, Office of Acquisition and Property Management, and Pat Muncy, National Business Center, will demonstrate the new web-based FAADS and answer user questions. TA: AM |
| Washington | Ethics – Pt. I – Art Bennett, DOI Office of Ethics will conduct this two-part training program covering the ethics rules and regulations that affect your everyday decisions. Attend the two 50-minute sessions to obtain practical answers/solutions to your ethics-related questions and concerns. Completion of the two-part workshop will satisfy applicable employees' annual ethics training requirements. Please Note: This is a repeat of Wednesday's workshop. TA: G |
| Timberline | Partnership II – Moving from DC to the Field – The continuation of two 50-minute sessions providing a panel discussion on incorporating the Secretary's 4-C's when building relationships with our customers, partners, and local communities. TA: BUD and A |
| Grand Ballroom Salon 2 - West | DOI Integrated Business Management System -The goals of the Department of the Interior's Integrated Business Management System include: (1) delivery of a single Departmentwide enterprise system to support standard administrative processes and replace stovepipe software systems that are at or beyond their useful life spans; (2) producing better business management information in less time; and (3) improving the tools used by staff and managers to respond to information needs and planning requirements. Debra Sonderman, Director, Office of Acquisition and Property Management, and Teresa Barry, PAM, will conduct this workshop. Please Note: This is a repeat of Thursday morning's workshop. TA: G |

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| Thursday, April 3, 2003 3:10 p.m. – 4:00 p.m. | |
| Workshop Synopses | |
| Location | Workshops |
| Multnomah | Federal Appropriations Law – Part III - Session III of a three-part workshop. TA: G |
| Clackamas | Construction Claims or "These Are Times that Try Men's Souls..." The Kingston Trio in the 60's sang about the trials of a man named Charlie on the MTA. This workshop will discuss the "trials" of construction contract claims and how to be ready for litigation. Just like Charlie, planning and preparation are critical in order to avoid having those claims try your soul. TA: A |
| Clark | Capital Planning and Investment Control - In its 2004 budget submission, DOI requested about \$2 billion for new and on-going construction projects and information technology (IT) infrastructure investment and maintenance. The Department's portfolio of these capital investments continues to grow each year. Federal agencies are mandated by OMB policy and statute to follow a robust Capital Planning and Investment Control (CPIC) process, reflected in a sound business case for each capital investment, to support their annual budget requests to fund these investments. CPIC is a systematic approach to planning, selecting, managing, and evaluating our information technology and construction investments. The workshop will provide an overview of DOI's CPIC process and schedule, and the project management tools and strategies used to plan, select, develop and evaluate individual investments, and manage the capital investment portfolio. Panelists are: Pam Haze, Deputy Director, DOI Office of Budget, Kurt Gerner, Office of Managing Risk and Public Safety, John Peterson, Office of Acquisition and Property Management, and a representative (invited) from the Office of the Chief Information Officer. Please Note: This is a repeat of Thursday morning's workshop. TA: G |
| Washington | Ethics – Pt. II – Session II of a two-part workshop. Completion of the two-part workshop will satisfy applicable employees' annual ethics training requirements. TA: G |
| Timberline | Key Issues for Business Utilization and Development Specialists – Discusses five laws and two Executive Orders that have changed the activities of BUDS in the last three years; the revisions of work, position description, and electronic tools needed for our continued success. A CD version of the DOI BUDS Handbook will be distributed. TA: BUD |
| Grand Ballroom Salon 2 - West | Super ESPC Contracting for Biomass Utilization – Christopher Abbuehl, Department of Energy (DOE) will discuss the new generation of energy saving procurement contracts (ESPC) which allow for private companies to provide biomass-consuming/electricity generating equipment at no up-front cost for Federal facilities to use in concert with hazardous fuels reduction. TA: G |